Courses Lifecycle - Internally Accredited Courses (Major and Minor Changes) Procedure

(1) This procedure:

a. specifies key development, consultation, endorsement and approval steps and responsibilities involved in making major & minor changes to courses at Victoria University;

b. should be read in conjunction with the [Courses and Pathways Lifecycle Policy](#);

c. outlines a key component within the lifecycle of internally-accredited courses, which is made up of two components:

   i. The Academic Board course governance cycle: for the introduction of a new course, major changes to or reaccreditation (or cessation) of existing courses.

   ii. The course maintenance cycle within Colleges: for minor changes to existing courses & professional accreditation processes. See Figure 1: Typical lifecycle of Victoria University internally-accredited courses

(2) The typical lifecycle of Victoria University internally-accredited courses is explained visually in [Figure 1](#) .

Section 1 - Scope / Application

(3) This procedure:

a. applies to internally-accredited coursework courses only;

b. does not apply to higher degree research courses and units, externally accredited courses or non-award courses.

Section 2 - Definitions

(4) Nil

Section 3 - Policy Statement

(5) Nil

Section 4 - Procedures

Roles/Responsibilities

Roles	Responsibility
Vice Chancellor	Approves Major Changes to courses at Victoria University.

Roles	Responsibility
Provost (PP)	Endorses Major Change proposals and academic TNE quality assurance for courses at Victoria University.
Deputy Vice Chancellor Engagement, International & Governance	Endorses trans-national education delivery changes within Major Change proposals.
Pro Vice Chancellors Colleges & Distinctive Specialisations	Endorse Major Change proposals for courses at Victoria University.
Deans of Colleges	Endorse Major Change proposals, approve Minor Change proposals.
Academic Board Courses Committee	Endorses Major Change proposals for courses at Victoria University.
Academic Board	Endorses and provides recommendations to the Vice Chancellor on Major Change proposals for courses at Victoria University.
Dean's Advisory Committee (or equivalent)	Provides advice to the Dean at key steps in the development and approval path for Major and Minor Change proposals for courses at Victoria University.
Senior Curriculum Management Committee	Provides advice to the Vice Chancellor and the Provost (PP) at key steps in the approval path for internally-accredited courses.
Centre for Collaborative Learning and Teaching (CCLT)	Provides support and advice for course design and development and course governance processes, together with other areas of shared services as appropriate.

Procedures

(6) All changes to existing courses at Victoria University must comply with:

- a. The Australian Qualifications Framework (AQF),
- b. All external regulatory requirements including those of TEQSA, ESOS and ASQA as appropriate,
- c. External requirements of relevant professional accrediting and disciplinary bodies,
- d. Internal requirements such as availability of specialist staff and resources as needed,
- e. Institutional strategic directions and curriculum requirements at the time,
- f. Approved quality assurance arrangements with external partners, and
- g. Signoff by senior management as outlined in Figures 2 and 3

(7) A Major Change is a change that proposes significant modification that will impact on:

- a. Course Learning Outcomes;
- b. Course Specialisations;
- c. Compliance with the VU Model;
- d. Delivery location;
- e. Specialist resourcing or staffing needs;
- f. AQF, ESOS or other regulatory requirements;
- g. Professional accreditation status;
- h. The content and/or delivery of VU courses offered by other Colleges;
- i. Other significant aspects deemed by the Provost (PP) to require consideration by Academic Board.

(8) Major Changes follow a process that requires submissions to:

- a. proceed to the Academic Board for endorsement and the Vice Chancellor (or delegate) for approval, and
- b. fulfil all external notification requirements, including modification to course code(s) (as notified to the Federal Government).

(9) The Major Change development, consultation, endorsement and approval steps are described visually in Figure 2 .

(10) A Minor Change process can be used for a submission that:

    a. proposes minor modification only in relation to scale and impact,
    b. does not fall within the requirements for a Major Change (see above),
    c. does not require a change to course code(s) (as notified to the Federal Government).

(11) Minor Changes proceed to the relevant Dean for endorsement, to the Provost (PP) for approval and then to the Academic Board (or its committee) for noting.

(12) The Minor Change development, consultation, endorsement and approval steps are described visually in Figure 3 .

(13) In all cases, approved course changes are recorded in the course approval and management system.

Section 5 - Guidelines

(14) Nil

Status and Details

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